

Instructions for Shipping SBN Hardware Items to FNAL

These instructions are valid for any general shipments, for Near or Far, or for SBN collaborators.

Notification of shipping must be given to the SBN Logistics Coordinator - Mike Dinnon dinnon@fnal.gov ext. 2876 - on every shipment for the SBN program.

Shipments mailed from within the U.S.

For letters, and boxes up to the size/weight of an average computer

Address the shipment –

Name of Recipient
SBN Program – MS220 – WH12W Fermi
National Accelerator Laboratory Wilson
& Kirk Roads
Batavia, IL 60510

Notes on Address

- All SBN mail goes to the 12th floor, which is MS220 (MS for Mail Stop). Our secretaries check the 12th floor mail stop for letters and boxes, but not the 13th floor.
- Always include "SBN Program" as part of the location identifier. The recipient's name may not be familiar. Items to unknown people, which sit by mailboxes for a few days and not picked up, generally get sent back to Receiving, assumed to be mis-delivered.
- Use "Wilson & Kirk Roads" for deliveries of boxes, for items delivered by FedEx or UPS. This specifies the Lab's delivery and truck entrance, which those delivery companies use (UPS for example, won't deliver to PO addresses). Do not use the Lab's "PO Box 500" address unless the item is being sent via regular Post. Deliveries which use the PO Box 500 get routed through the Batavia Post Office on the west side of town, BEFORE it comes to the Lab.
- If your shipper requires a recipient phone number, and the recipient is a transient collaborator (no office, no phone) then use the phone number of our logistics coordinator – Mike Dinnon 630-840-2876
-

Shipments mailed from within the U.S.

LARGE boxes, wooden crates – Things that might sit on a pallet or need a forklift, crane, etc.

Please specify any handling requirements when received at Fermilab

Address the shipment –

Name of Recipient [+ c/o an FNAL SBN person]
Fermi National Accelerator Laboratory
Shipping and Receiving Dept.
Site 38, Whse II
Wilson & Kirk Roads
Batavia, IL 60510

For shipments coming from OVERSEAS

Use either of the addresses specified above – most ordinary deliveries will go to the 12th floor of the High Rise. – Please always inform someone at FNAL that the shipment is being made to SBN before sending it.

Letters and documents can be sent regular Post, and there are no special Customs inspections for these.

Boxes of ANY size will go through Customs. We WILL have to pay a duty. See the Notes on Duty below for comments on what value to declare.

This information should be written ON the box – not part of the delivery address - written on the box AND on the shipping forms – included on all export documents i.e. Airway / Ocean Bills & Commercial / Proforma Invoices

For U.S. Custom Clearance the “notify party” is E. Besler & Co.; contact information as follows:

**Amy Davenport
E. Besler & Co.
115 Martin Ln
Elk Grove Village, IL 60007 USA**

**(p) 847-871-6455 direct line
(f) 847-364-0323
(e) amyd@beslerco.net**

NOTIFY UPON ARRIVAL -- E. Besler & Co. -- 847-364-0300

- You must request “Delivered at Place (DAP)” shipping meaning the consignor (shipper) would incur all freight costs from their door to final destination (Fermilab), the consignee (Fermilab) would provide U. S. Custom clearance of shipment.
- U.S. Customs requires that a packing slip or commercial invoice be attached to the outside of the box. This invoice must contain, at minimum, a description of the contents, the dollar (\$) value of the shipment, and the country of origin.
- E. Besler & Co. is Fermilab’s Customs broker. They receive the shipment at the point of entry and get it through Customs. Once through Customs, E. Besler and Co. will contact Fermilab Receiving to confirm arrival. Transporting the shipment to Fermilab from here is the shippers responsibility
- If collaboration members request they be present when the items arrive in port or if the item will be inspected by customs, please advise E. Bessler and Co. of the specifics for this.
- Inform the recipient and the logistics manager (Mike Dinno)– email them the Shipping Company, and the company’s tracking number and/or airbill number. The logistics manager must, in turn, give this information to FNAL Receiving, currently in the person of Al Elste, aelste@fnal.gov, so Receiving knows to expect the shipment. If the boxes are large, it is also useful to give to Receiving the number of boxes, their size, and weight, so Receiving knows what size truck to send to the airport.

Even when everything is done right, it can sometimes take a week for a large box to get through Customs – that means, a week from when it landed at the airport and arrived here on-site – and that’s a week when the delivery company’s tracking number will simply say “package delivered”. Once it’s at the airport, we “track” via the Lab’s customs broker.

If you don’t put the customs broker’s name on the shipment, or don’t notify us that something is coming, the above process probably still works – the box will eventually arrive at FNAL - but the shipment will be held at Customs at the airport while FNAL Receiving is contacted, and they in turn contact the recipient, and we all try to figure out exactly what it is waiting for us over at the airport. Expect delays in this case. So please expedite the entire process and follow the above steps.

You can use any Shipper you choose, as long as you are paying from your end.

Notes on Duty

There is no “duty free” shipping from overseas, unless you can show (and prove) that the equipment was on loan for less than 3 years. We are working towards a blanket “duty free” waiver and will inform everyone on its status as it progresses.

Duty is based on "fair market value". This is not an insurance replacement cost, but what you think you could get if you decided to sell the equipment on the open market. Something custom-made for the detector have LITTLE "fair market value" – certainly the fair market value is not what SBN had to pay to get this customized equipment fabricated. No one would buy this stuff "as is" and use it for something else. Other "off the shelf" components, however, can be used for something besides our experiment - so fair market value for those would be equivalent to the price we paid for it.

Customs Inspections

The FNAL Shipping people have had a long and trusting relationship with Customs, and very few boxes have ever been opened up and inspected. But given the current security climate, there are no guarantees. We need to request, via the Lab's customs broker, that if Customs wishes to open up and inspect something, then FNAL / SBN people be present - this helps equipment from getting broken accidentally if an inspection is requested.